## <u>Re-Registering using the Attorney Re-Registration event in CM/ECF and</u> <u>Paying the Fee with Pay.gov</u>

<u>STEP 1.</u> Login to CM/ECF (**not** your PACER account or Bankruptcy account) with an attorney account and select the "**Utilities**" menu.

STEP 2. Click on the "Maintain Your Account" to verify the account information is current. If needed, update your attorney information. Be sure to click the "Submit" button twice if updating account information.

STEP 3. Go back to the "Utilities" menu and click on the "Attorney Re-Registration" link. If you have this menu option, move to STEP 4.



**NOTE:** If you do **not** see the Attorney Re-Registration link, please click on the **"Civil"** menu bar and <u>click</u> on the link, **"Register for electronic filing access."** 



If you do not have the "Civil" menu option, you are **not** logged in with your CM/ECF account. You will need to log out and log back in using your CM/ECF login and password.

Read the registration form and click the "I Agree" button at the bottom of the page, then click "Submit."

When you are finished with your registration, please log out of ECF. When you log back in, you should be able to access the "Attorney Re-Registration" link under "Utilities." If they do not appear, right-click your mouse and refresh or reload the screen, repeat if necessary until the menu option appears.

A screen will appear providing the letters of the last names of attorneys that need to re-register and will direct you to file in 13-mc-100. Click the "Next" button.

## Attorney Re-Registration Attorney Re-Registration for last names beginning with letters N-Z is now open. If your last name does not begin with the letters N-Z, you do not need to re-register in 2013. Use case number 13-mc-100 only for Attorney Re-Registration. On the next screen, enter case number 13-mc-100. Next Clear

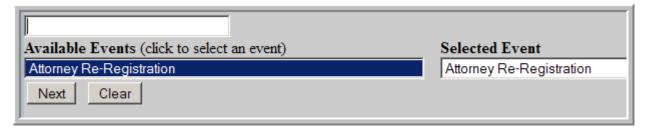
<u>STEP 5.</u> Enter the case number from the previous screen, 13mc100. Click "Find This Case." Click the "Next" button.



Verify the case number then click the "Next" button. Do **not** click on the case number as it will bring up a PACER to view the case. You do not need to login to PACER to re-register.



Select the "Attorney Re-Registration" event. Once it appears under the Selected Event heading, click the "Next" button.



A prompt will appear stating, "If you have **NOT** verified your attorney information, go to the **Utilities** menu and select **Maintain Your Account** now!"

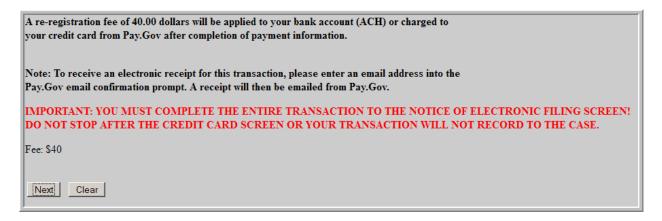
After verifying you have updated your account information in ECF, check the box next to, "I have verified or updated my ECF attorney information." Click the "Next" button

If y	ou have NOT verified your attorney information, go to the Utilities menu and select Maintain Your Account now!
Į.	I have verified or updated my ECF attorney information.
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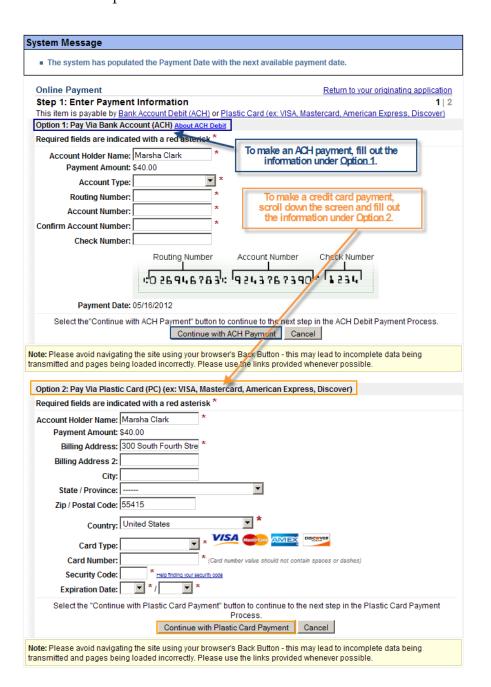
A prompt will appear asking, "Are you a U.S. government attorney? Select the appropriate "Yes" or "No" radio button. Click the "Next" button.

Are you a U.S. government attorney?  O Yes  No
Note: Attorneys for the U.S. Government are exempt from paying the attorney re-registration fee.
Next Clear

STEP 9. A prompt will appear providing information on the \$40 fee, obtaining an electronic receipt and completing the transaction. Click the "Next" button.



STEP 11. To make an ACH payment, fill out the information under Option 1. To make a credit card payment, scroll down the screen and fill out the information under Option 2.

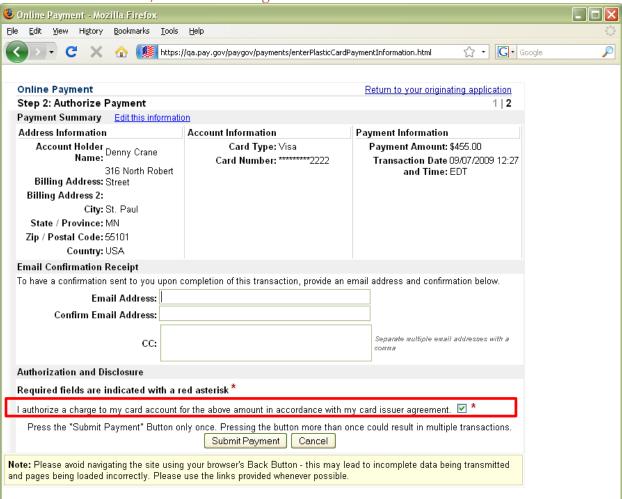


<sup>\*</sup>If making an ACH payment, the payment date will populate to the next available payment date.

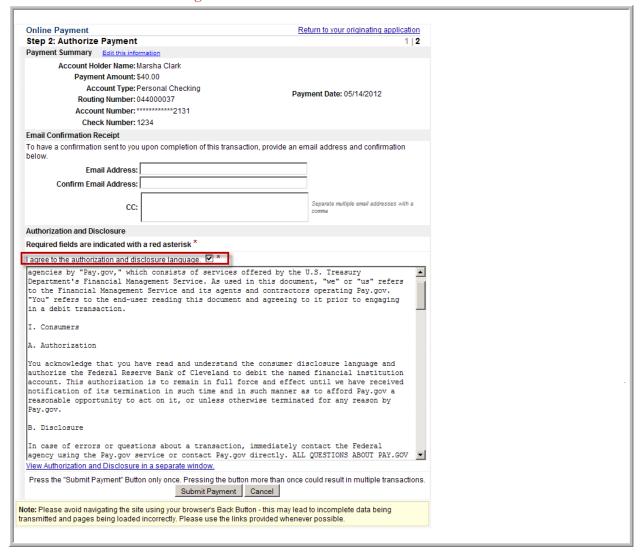
Enter all online payment information (required fields are indicated by \*), then depending on payment method, click the button, "Continue with ACH Payment", or select "Continue with Plastic Card Payment".

STEP 12. Confirm the ACH or credit/debit card billing information, authorize payment, and enter an (optional) e-mail address for confirmation, then click on "Submit Payment."

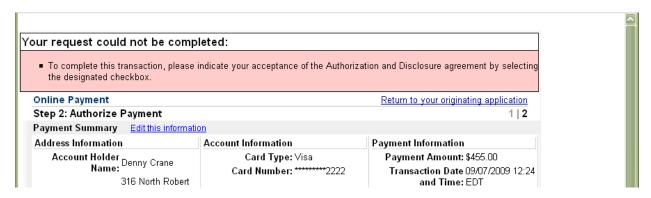
Confirmation for credit/debit card billing information:



## Confirmation for ACH billing information:



**NOTE:** Failing to mark the "Authorization and Disclosure" agreement checkbox above results in the following message:



<u>CAUTION!</u> Do <u>not</u> use the web browser's "**Back**" button once you have entered the ACH or credit/debit card billing information. Doing so may result in incomplete data being transmitted, or in duplicate Pay.gov transactions.

If necessary, click on the "Cancel" button, then start the filing event over again.

STEP 13. Clicking the "Submit Payment" button completes the Pay.gov transaction.

Successful completion of the ACH or credit/debit card payment results in a return to the CM/ECF "Attorney Re-Registration" filing event screen.

STEP 14. A prompt will appear stating to click the Next on the 2 subsequent screens to complete the filing of this event and for a Pay.Gov receipt number." Click the "Next" button.

IMPORTANT: Please click Next on this and the 2 subsequent screens to complete the filing of this event and for a Pay.Gov receipt number.

| Next | Clear |

**STEP 15.** Click the "**Next**" button.



<u>STEP 16.</u> The final docket text will appear. Click the "Next" button to finalize the attorney re-registration process.



STEP 17. Clicking "Next" commits the filing event and generates the Notice of Electronic Filing (NEF). The resulting docket entry text includes the Pay.gov receipt number.

